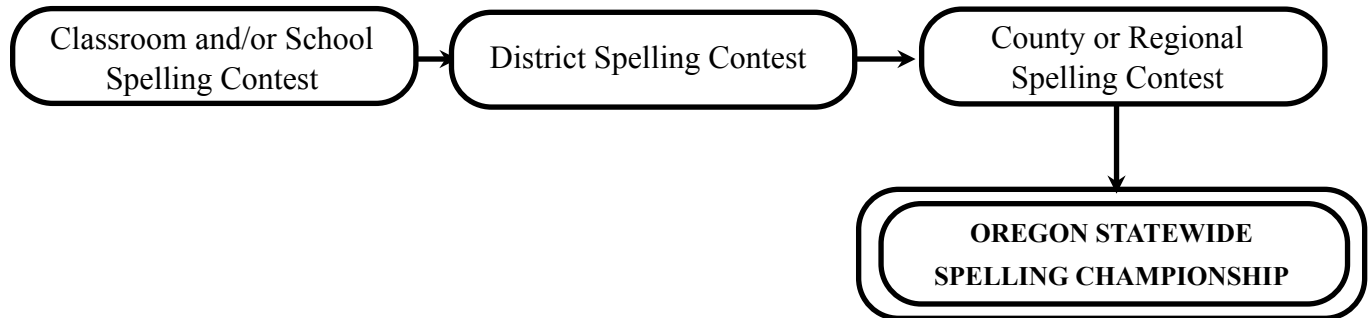




QUICK START GUIDE TO ORGANIZING SPELLING CONTESTS**

The Road to the Spelling Championship



COUNTY COORDINATOR

January/February:

- Contact District Coordinators (or recruit as necessary) for districts in your County and ask them to set up their District Contests in **March/April**. (If you are trying to recruit new District Coordinators, consider contacting the District Superintendent, TAG Coordinator, English Teachers, Librarians, even community service organizations.)
- Distribute ODE created Word Lists to districts (which are distributed by Barbara O’Neill Barbara.Oneill@ode.state.or.us)
- Instruct School Districts that they need to contact their schools and ask them to hold their Classroom and School Contests in **Feb./March**.

April/May:

- Set up a County Contest (Oregon Spellers needs results by the end of May).
- Forward results to Oregon Spellers immediately after County/Regional Contest.

DISTRICT COORDINATORS

January/February:

- Contact schools (include Home Schoolers and Charter Schools if possible) and ask them to hold their Classroom and School Contests in **Feb./March**. Schools and classrooms create their own contest word lists.

March/April:

- Set up District Contest.
- Use ODE created Word Lists distributed by Barbara O’Neill Barbara.Oneill@ode.state.or.us or as distributed by your County Coordinator.
- Forward results to the County Coordinator *immediately* after the District Contests.

GENERAL PARAMETERS

Division I – Grades 1-5; Division II – Grades 6-8; Division III – Grades 9-12

Classroom Contest: Each classroom holds a spelling contest to determine that classroom's top speller.

School Contest: The top one or two spellers* from each classroom competes in their Division (see above) of the School level spelling competition. Very small schools might eliminate the classroom contest and just hold a school-wide contest.

District Contest: The top one or two spellers* in each Division from each school in the district compete in their Division at the District Competition.

County/Regional Contest: The top one or two spellers* in each Division of the District Competition compete in the County or Regional Spelling Competition.

* Schools and districts may determine, according to their own population distribution, whether to send one or two top spellers from each Division to the next level of competition. If they send two spellers, they should be the 1st and 2nd place winners or two tied 1st place spellers. Counties/Regions can only send **one** top speller to the Oregon Statewide Spelling Championship, except in the case of a first-place tie.

**For more detailed instructions, go to <http://www.oregonspellers.org/> and go to the "Coordinators' Corner page.